

Board of Trustees

Agenda Saturday, October 1, 2016 @ 9 AM

Small Meeting Room, Town Hall

1. Call to order

2. Minutes (Sept 24, 2016)

3. Financial Report

4. Director's Report

-One Book One Town

-Better World Books

-Trustees Memorial Fund

-Turnip Festival

-Eagle Scout Project

-Capital Budget

-New Museum Passes

5. Old Business

-Memorial benches/plaques

-FF&E (Furniture install, landscaping)

-piano

-Found Our Park Exhibit, quilts, Sparrow wall

-Policy Review

-Timeline (Conservation, Health, water update)

7. ELBFI

8. Friends

9. Staff and Volunteers

10. Public Comments

11. Upcoming meetings (CPC, Monday, October 3 @ 8)

TRUSTEES MEETING, September 24, 2016

1. CALL TO ORDER: The meeting was called to order at 9:00 a.m.
2. PRESENT: Members: Dave Payor, Norma Marcellino, Mary Shaw, Sharon Krause, Debra DeJonker-Berry
Guests: Dan Pallotta, Mimi Ace, Al Alfano, Nancy Eisenbarth
3. MINUTES: The minutes of September 6th were approved.
4. DIRECTOR'S REPORT: Furniture will be installed in the new library on Tuesday and Wednesday. The metal shelving has been installed. The shelves in the VIS Room were put in place on Friday. The quilt will soon be delivered and hopefully installed. Fran, Al, and Aimee have been working with Julie and Mike Newton and Steve Garran on Mike's Eagle Scout project. Mike will create the signs for the new library. A list of signs to be worked on was provided. Better World Books has joined the Massachusetts Higher Education Cooperative state contract. This will give us a way to dispose of books that are declared surplus. No decision was made as to whether the Library should close at noon on November 19th for the Turnip Festival.
5. NEW LIBRARY: Dan Pallotta discussed many of the concerns about the new library.

Septic update: The septic system upgrade should begin on September 28th and take 5 days to complete. It is not yet known if the turning radius adjustment and the dry well installation will also happen at the same time. The Board of Health requests changed a bit after the meeting and Dan assures everyone that the conditions will be met.

Landscaping: The weeding work will continue this week. The new planting (grass) will be done soon.

September 27th Conservation Commission Meeting: Dan will be present at this meeting. The patios were constructed on colored sand and there is no stone dust. There was an error made and the patio off the staff room was not included in the approved plans. There is a question as to who is responsible for maintaining access to the pond.

Eastham Pond Association Request: It was agreed that the Depot Pond group will be invited to meet with the Trustees next Saturday October 1st at 10:15 a.m. This meeting will follow the Trustee meeting at 9:00 a.m.

Punch List: Dan stated the punch list is about 60% complete.

Light Pollution: The concerns about lighting will be addressed when the building is turned over to the Town. Nauset Construction has been responsible for the lights up to this point and they have remained on during evening hours. Nancy will share pictures taken on the pond from a canoe and she will go and view the library from the bike trail across the pond.

Municipal Water: The water is scheduled to be turned on around October 15th.

Meditation Garden. It was agreed that the meditation garden discussion will be put off for a while. There are too many concerns-the Conservation Commission concerns, the grass concerns, the pond group's concerns, the way to the pond, etc.- to put anything into place at this time. Ponderosa Landscaping is putting together a plan to work on the areas by the pond.

Benches: The two memorial benches will be delivered on Wednesday.

Art Exhibit Area: The Art Committee met this week. The members are willing to help out with the selection of exhibitors and to help with the installation of the exhibits. They are pleased with the wires that will be used and labels for the walls have been chosen. They will continue to work on procedures and hope to view the spaces in the library soon.

6. OTHER BUSINESS: Since the library books were in storage for two years there is a need to replace and update materials in the collection. Funds for replacement books will come from the Trustees Memorial Fund. Mary, Mimi and Norma will work on the new patron letters. Deb shared a Children's Room Wish List put together by Fran and Marianne.
7. UPCOMING MEETINGS: The Trustees will meet on Saturday October 1, 2016 at 9:00 a.m. They will meet with the Depot Pond Group at 10:15 a.m. on October 1st. The CPC will meet on Monday October 3, 2016 at 8:00 a.m. at Town Hall.
8. ADJOURN: The meeting was adjourned at 10:25 a.m.

Respectfully submitted,

Norma Marcellino

Director's Report
October 1, 2016

Although our author, Doug Tallamy's program was last night, One Book One Town continues with three more programs through October 15. The Library has been remarkably busy in the mornings with activity slowing down after dark. Winter approaches...

Demco returns this week to replace some broken shelves on the spiral units, and with that, with only the need to order 1 metal shelf, the shelving is complete. Jim Forker from Cape-abilities has made wooden ramps to replicate the music CD shelving in the new units, and we are looking forward to setting up the last area of the library (the new book browsing and CD/DVD area) as soon as the trailers close! WB Mason also returns this week to finish their install, and then, we only await the arrival of the circulation desks. The furniture looks gorgeous in the new library—and functions as we had hoped. We will rearrange some of the chairs to make sure everyone will have a variety of seating at the different workstations, and we will be set to go.

I have the final list of acrylic sign holders on order—ready for the Eagle Scouts on Sunday, October 23. They will help us install the American flag on the front porch post, and tackle one other project inside.

The Friends of the Library are not providing the Harvard Museum of Natural History and the Roger Williams Zoo passed. Thank you Friends of the Library!

The Turnip Festival is 48 days away, and the groups are meeting, Marianne is finalizing booths, programs and activities and also asking for volunteers. We need to decide on whether the Library will close again at noon on that date (Saturday, November 19).

As soon as we are able to work in the new library, weeding will begin. The books have not been looked at for 2 years, and when we weeded we planned for just one year, so a lot is needed to be done. We did not weed the fiction section at all, and the most work will need to be done there. When the books are declared surplus, we have the new option of MHEC contract [Better World Books](#) to responsibly remove them for us.

The Town Administrator has asked us to give her a draft capital budget (FY2019-2023). Everything we have is new, while I would propose replacing the public computers in FY2019 as these will be 3 years past the end of life (Microsoft Windows 7 end of mainstream support) and nearing Microsoft's end of extended support (January 2020), the products we will most likely be cloud based services such as Useful Corporation offers. We might convert our pcs to more ChromeBooks (cost \$1,500) or run our existing pcs as terminals through a cloud-based service (\$1,000/yr). Either way, this is not a capital request. We will need to look at our network and security equipment and should factor in a replacement cycle for that every year beginning in FY2020, perhaps \$5,000). For the staff computers, productivity software (such as Microsoft Office) will definitely be cloud-based by then. With the next batch of upgrades, CLAMS is also going in that direction. What that means is that our productivity is less dependent on computer power and certainly more adaptable to multiple platforms (Chromebooks, tablets, terminals, and older pcs.)

Respectfully Submitted,
Debra DeJonker-Berry

Statistics – Next Trustees meeting (Too early in the month for the reports to be generated)

Door Count	Counter not working
Adult Programming/Attendance	programs / People
Children's Programming/Attendance	Programs / People
New Titles	
Withdrawn Items	
New Patrons/Library Card Registrations	CLAMS / Overdrive
Web-site Hits	Sessions ; pageviews
Gale Databases	Sessions ; searches;
ZINIO	new borrower/ checkouts